

# **CANDIDATE INFORMATION BULLETIN**

**Professional Licensing Boards Division**

**Georgia State Board of Private Detective and  
Security Agencies**

**Security Agent Licensure Examination**



## **Examination Development and Testing Unit**

*This bulletin has been prepared by the Examination Development and Testing Unit (EDTU) of the Professional Licensing Boards Division. Please review this bulletin carefully. It provides you with information about your licensing examination.*

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## **Introduction**

The Georgia Board of Private Detective and Security Agencies was created by the Georgia legislature to protect the public from incompetent professional practice. In order to achieve this goal, the Board established minimum standards and requirements for entry into the profession, and a licensure examination was developed. Passing the Security Agency examination is one of the requirements for licensure obtaining a license.

### **BEFORE THE EXAMINATION**

#### **A. Location, date, and time**

Please refer to your examination notice for the location, date, and time of the examination. We recommend that you locate the testing site and parking locations before the morning of the examination. Candidates will not be admitted after the examination has begun.

#### **B. Examination preparation**

Like many professions, the security agency field is very broad and covers many subject areas and sub-specialties. Some of the knowledge used in the profession is gained through experience and through contact with other professionals. Therefore, it is not possible to produce a single list of references, which will provide all the knowledge required to pass the examination.

A current copy of the state laws and board rules is available at <http://www.sos.state.ga.us/plb/detective/>.

##### **Test taking tips**

1. Read all instructions carefully, and be sure you understand them. Ask questions about anything, which is unclear.
2. Be sure to mark an answer for all questions, even the ones about which you may be unsure. There is no penalty for guessing, and your score is based upon the total number of questions you answer correctly.
3. For each question, select the *BEST* answer of the options listed. More than one choice may be partially correct, but for each question there should be only one best answer.
4. Be sure to mark your answers on the answer sheet provided. No credit will be given for any work done in your examination booklet or answers marked in your booklet.
5. Scratch paper will not be needed at the examination. You may perform any computations or make any notes you wish in the examination booklet.
6. Do not make stray marks on your answer sheet. You may wish to make a note in your examination booklet next to any questions you wish to review before you turn in your examination.

#### **C. Veteran preference points**

Georgia law (General Provisions Volume 30, Title 43-1-9 (1)(2)(3)) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores.

To qualify, veterans must have served for a minimum of one year in active duty status, and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans preference points if you were "discharged for injury or illness incurred

in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination.”

To apply for veterans’ preference points candidates must submit a copy of their DD-214 form and documentation of disability if applicable, to the Board office at the time of application.

#### **D. Special accommodations for candidates with disabilities**

The Georgia State Board of Private Detective and Security Agencies wants to ensure that all qualified individuals with a disability have the opportunity to take the licensing examination.

Wheelchair access is available at all established test centers. Candidates are requested to advise the Board, in writing, at the time of application, that wheelchair access is necessary.

Qualified candidates with sensory, mental or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. Candidates should contact the Board office at the address below, to obtain the “Request for Disability Accommodation Guidelines.” Application materials, including information requested in the “Guidelines” must be received by the Board by the application deadline and are available from:

Georgia State Board of Private Detective and Security Agencies  
237 Coliseum Drive  
Macon, Georgia 31217-3858

### **AT THE EXAMINATION**

#### **A. What to bring to the examination**

1. **Admission notice** -- contains date, time, and location of examination.
2. **Identification** -- must be current and bear both your picture and your signature. A driver's license is the preferred form of identification. Candidates who do not have a driver's license may use a current state identification card, a current passport and resident alien card, or an Immigration and Naturalization Services (INS) work permit. Candidates without proper identification will not be admitted to the examination.
3. **Pencils** – several sharpened, #2 lead pencils with erasers, mechanical pencils are not allowed.

#### **B. Conduct during the examination**

Smoking is **NOT** allowed at the examination site.

**No food or drink** may be brought into the examination room. Dress comfortably but professionally (no shorts, tank tops, hats, etc.). Individuals have different temperature preferences and it is not possible for us to please everyone. We recommend that candidates bring a sweater or jacket so that they can be comfortable in different conditions.

You are expected to conduct yourself in a professional manner during the examination. Any candidate found to have engaged in conduct which subverts or attempts to subvert the examination process may be dismissed from the examination, may have scores withheld and/or declared invalid, may be disqualified from the practice of the profession, or may be subject to other Board sanctions.

1. You may not bring any reference material into the examination or use any performance aids during the examination.
2. You may not bring cell phones, cameras, tape recorders, beepers, or electronic recording or transmitting devices into the examination. If you bring one of these devices to you will have

to leave it, unattended, outside the exam room. The state will not assume any responsibility for the device. If you are found in the examination room with such a device you will be dismissed from the examination.

3. You may not take notes or memoranda from the examination room.
4. You may not remove from the examination room any examination materials
5. You are not to reproduce or reconstruct any portion of the licensing examination or aid others in doing so.
6. The examination supervisors cannot answer any questions about the content of any examination questions. Candidates are asked to record any comments or questions about examination items on the Candidate Comment Form.
7. You may not leave the examination room except with the examination supervisor's express permission. If you are permitted to leave and return, you will not be granted any extra time to complete your examination.
8. You may be dismissed from the examination room and/or may be denied a license for irregularities including, but not necessarily limited to:
  - a. talking to, signaling, or disrupting other candidates;
  - b. attempting to copy answers from another candidate;
  - c. allowing your answers to be copied;
  - d. impersonating another examination candidate;
  - e. failing to follow the examination supervisor's instructions;

### **C. Visitors at the examination site**

**ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE EXAMINATION SITE.**

### **D. Description of the examination**

The examination will consist of 80 questions. Although candidates may be required to answer questions based on charts, diagrams or reports, the questions are all presented in a multiple choice format. You will mark your answers on a machine-scored answer sheet like the one reproduced at the end of this bulletin. You will have two hours to complete your examination. If you complete your examination before two hours, you may turn in your materials to the proctor and leave the examination site. Once you have turned in your materials, you may not retrieve them after leaving the examination site, even if there is additional testing time remaining.

#### **Examination content areas:**

Subject Area	Approximate Percentage of Questions
Search and Seizure	20%
Use of Force	10%
Rights of Privacy	15%
Carrying Arms	15%
Transfer of Detainees/Offenders	10%
Scope of Services	5%
Developing Service Plans/Contracts	20%

Subject Area	Approximate Percentage of Questions
Liability	5%

Please note that the exact percentage of questions in the above content areas may vary slightly, depending upon the particular examination form, which is generated, and any specific scoring adjustments for the examination. In no case should the percentage deviate more than 5% from the above specifications.

### Sample Questions

1. While you are on duty as a security officer for an office building complex, you see a young man apparently stealing hub caps from a car parked in the company parking lot. You should
  - A. call the police and wait until they arrive.
  - B. sneak up behind the man and use an arm lock to detain him.
  - C. sneak up behind the man and knock him out with your night stick.
  - D. take the man into custody and hold him at gun point until the police arrive.
2. A permit to carry an exposed weapon may be issued after the state board is satisfied with the applicant's character, competency and eligibility as a security officer and when the applicant has
  - A. demonstrated proficiency in the use of firearms.
  - B. submitted all required documents and paid all fees.
  - C. certified that he or she does not have a criminal record.
  - D. attended a state board meeting.

## AFTER THE EXAMINATION

### A. Pass/fail status

#### Passing score

The required passing score for the examination is a scaled score of 75 or higher.

#### Scaled Scores

Scaled scores are based on the number of items answered correctly and the level of difficulty of the exam in relation to other forms of the examination. Passing or failing depends on whether or not your performance meets the performance standard established to ensure that you are a competent auctioneer. No one is "helped" or "harmed" by score scaling and the use of scaled scores is not the same as "grading on a curve."

### B. Score reporting

Your examination results will be mailed approximately 4-6 weeks following your examination. Examination scores are confidential and will not be released over the telephone so please do not call the Examination Development and Testing office or the Board office for this purpose.

As a courtesy to failing candidates, a breakdown of performance in different subject areas of the examination will be provided. This examination is not designed to be a diagnostic instrument and this breakdown is based only upon a *sampling* of knowledge in each subject area. It will not provide a comprehensive evaluation of your knowledge in each subject area.

### C. Statistical review of examination performance

A statistical analysis of the examination and a review of candidates' comments are performed after

the administration of each examination. This analysis assures the validity and reliability of the examination.

#### **D. Re-examination procedure**

Candidates failing the examinations must retake and pass the failed examination in order to become licensed. If you are eligible to sit for a future exam, you will be required to pay another fee in order to be rescheduled. Reapplication is handled by the Board Office (see address and telephone number above). Please contact them for information regarding reapplication forms, fees and deadlines, or visit the Board site at <http://www.sos.state.ga.us/detective>.

##### **Examination review/hand score**

In order to minimize exposure of the question banks, examination reviews by candidates are not allowed.

If you did not pass the examinations, you may request that your examination be hand scored. Please note that if your score was within five points of passing, your answer sheet has already been hand scored by the examination technician. If you would like your examination answer sheet hand scored, send your request in writing, within thirty (30) days of the postmark of your examination results notice, along with a check for \$20.00 per exam requested made payable to the Secretary of State to the address below.

Exam Development and Testing Unit  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
ATTN: SA hand score

##### **Licenses**

The Board Office will mail passing candidates their licenses. Any questions regarding licenses should be directed to the Board Office at 237 Coliseum Drive, Macon, GA 31217-3858; telephone: (478) 207-1460.

*The Professional Licensing Boards Division does not discriminate between candidates on the basis of age, sex, race, religion, national origin, or disability.*

*The Examination Development and Testing Unit gratefully acknowledges the assistance of other state licensing programs in the development of this candidate information bulletin. Portions of this bulletin were based on candidate information bulletins of other states.*

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